



Assistant Nursing Director, Administration Opportunity At Olive View –UCLA MEDICAL CENTER

Position Information:

This position directs facility specific recruitment and retention activities in nursing services. This position is responsible for providing leadership and management oversight in the execution of several recruitment and retention components of the DHS Nursing Strategic Plan. This position is also responsible for providing operational oversight for nursing recruitment and retention activities at any DHS facility. This position is cross-trained to the various roles, functions, projects, and activities, within the Office of Nursing Affairs, which include but not limited to DHS Competency Testing, auditing, and monitoring of various programs and contractual obligations.

Responsibilities include but not limited to:

- Responsible for oversight and management of facility specific recruitment and retention programs and activities
- Conducts Nurse Recruitment coverage at other DHS Nurse Recruitment Offices as needed/assigned
- Assessment of program effectiveness and report statistics and analysis to Board of Supervisors
- Responsible for coordinating nursing recruitment, and retention activities and functions at the facility level.
- Participate with the planning and implementation of the annual DHS nursing celebration and recognition program
- Participates in the nursing qualifying examination processes, in compliance with Los Angeles County Code, Title 5, Civil Service Rules and Department of Human Resources (DHR) Policies and Procedures Guidelines
- Collaborates with senior and executive level nursing management and other clinical and administrative team members to maintain an effective nurse recruitment program consistent with facility needs
- Conducts interviews of all nursing personnel levels in compliance with the Los Angeles County Code, Title 5, Civil Service Rules and Department of Human Resources (DHR) Policies and Procedures Guidelines.
- Accountable for formulating and implementing DHS wide and/or facility specific recruitment and retention strategies and initiatives to support DHS' long and short-term objectives
- Collects, analyzes, and maintains reports on recruitment and retention statistics, employee referrals, scholarships, and tuition reimbursement
- Establishes and maintains partnerships with facility leadership team to assess staffing needs in order to facilitate screening and scheduling of interviews
- Networks with recruitment staff within and outside of DHS to identify best practices and to implement strategies for staff recruitment and retention
- Demonstrates knowledge of various regulatory standards related to staffing and nurse recruitment and retention
- Provides nursing recruitment and retention in-service programs as a retention strategy
- Responsible for maintaining a high level of customer satisfaction inclusive of timely follow up on written, telephonic, electronic and walk- in inquiries
- Conducts exit survey/ interviews to assist facilities in identifying optimum retention strategies
- Establishes and maintains partnerships with nursing management to assist in improving interviewing techniques
- Serves as a recruitment and retention subject matter expert on classification on designated nursing classifications
- Participates in the preparation and ongoing revision of marketing tools including pamphlets, brochures and flyers for all nursing opportunities at the facility and/or DHS level
- Plans, organizes and conducts recruitment presentations at various community based nursing schools, colleges and job fairs
- Utilizes available resources for internal recruitment such as certification lists, internet queries and other marketing tools
- Participates at facility specific meetings and presents recruitment statistics
- Manages data associated with vacancies, turnover rates, and recruitment and retention strategies
- Represents the Office of Nursing Affairs at various external DHS locations on recruitment functions and activities
- Responsible for the transport of recruitment promotional items; pamphlets/ brochures, DHS banner and all

- other equipment as needed for recruitment and promotional activities
- Represents the Office of Nursing Affairs at County wide events, meetings, conferences, audits and testing sites
- Represents the Office of Nursing Affairs at recruitment and retention functions throughout DHS and may include various schedules
- Represents the Office of Nursing Affairs on projects such as DHS Competency Testing oversight and to conduct program audits and monitoring throughout LA County

Qualifications:

- Experience in Recruitment and Retention functions, interpreting DHS Policies, Civil Service Rules, Nursing Practice Act requirements and State of California Nursing regulations, required.
- Experience in Personnel Action Request (PAR) process and item control management preferred.
- Experience in data management associated with vacancies, turnover rates, staffing analysis preferred.
- Communication and presentation skills (verbal and written) with proven ability to provide reports, analysis, correspondence, proposals, action and oversight plans.
- Possesses the ability to provide leadership and assistance to Nurse Recruiters and Office of Nursing Affairs on administrative recruitment and retention activities.
- Excellent organizational skills, computer skills and ability to multi-task.
- Must be self-directed and able to meet established deadlines on recruitment/staffing assignments and projects.
- Must be on the current and reachable Assistant Nursing Director, Administration Certification list or interested in a lateral transfer.

Please submit the following: *Letter of Interest, Resume, References, Performance Evaluation & Attendance Records for last two years by July 17, 2014 to:*

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This is not an official Civil Services Examination

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